

CC-10  
M-1038

EOB-2066

Director of Training

8 SEP 1958

Director of Communications

Request for Special Scheduling of Writing Workshop

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1. A number of my personnel presently assigned to the [redacted], who are engaged daily in the task of writing engineering reports, training evaluations and text material, would benefit considerably by enrolling in the Writing Workshop training conducted by your Office. However, as discussed between Messrs. [redacted]

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[redacted] of our offices, the distance between [redacted] and Headquarters, and ensuing travel problems, discourages enrolling these individuals in your regularly scheduled classes.

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2. Alternatively, and if possible, I would sincerely appreciate your arranging to conduct the Writing Workshop within the next several months at the [redacted] for twenty-four of my people. Ten of this group are radio engineers doing research and development work and the remainder are members of my Communications Training Staff or personnel of the [redacted]

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3. In considering this request, should your staff need further information in regard to our requirements, please have them contact [redacted]

[redacted]  
Director of Communications

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